

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE

6.1

Convention Manager Operating Code
Revised 04-06-2013

- I. NAME: Convention Manager
- II. PURPOSE:
Coordinate and direct the VAHPERD convention under the supervision and control of the Past President.
- III. ORGAINZATION:
The Convention Manager shall:
 - A. be selected by an adhoc search committee, which will recommend to the Board of Directors for approval.
 - B. serve a three-year term with the opportunity to be reappointed by the Board of Directors.
 - C. be AAHPERD and VAHPERD member.
 - D. be evaluated on an annual basis.
 - E. be given 30 days notice if terminated by the Board of Directors.
 - F. give 30 days notice if resigning.
 - G. be paid a stipend for services rendered.
- IV. RESPONSIBILITIES:
Under the direction of the Past President, the Convention Manager shall:
 - A. coordinate and organize the annual convention.
 - B. solicit presentations for the convention.
 - C. secure revenue through
 1. a variety of strategies that may include the following
 - a. advertisements in the program
 - b. silent auctions
 - c. exhibits.
 - D. coordinate exhibits.
 - E. coordinate all convention materials and mailings.
 - F. attend planning meetings
 - G. manage all business with the host hotel.
 - H. maintain and update a convention manual.
- V. AMMENDMENTS
Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.

Convention Manager

Job Description

1. Meet with the Executive Committee and hotel representative for convention planning meetings.
2. Plan the convention program with the assistance of the Past President.
3. Make arrangements for audio visual needs
4. Coordinate the entertainments events of the convention
5. Plan all events requiring food.
6. In conjunction with the Executive Director, determine the location of registration
7. Secure revenue generating activities such as advertisements in program and handouts book, silent auctions, auctions, drawings, etc.
8. Develop, maintain, and update a convention manual. The updated manual should be shared with the Executive Director during the month of January.
9. Hold membership in AAHPERD and VAHPERD
10. Work with newsletter and journal editors to make sure convention advertisements, registration forms, and presentation forms are included in appropriate issues.
11. Submit budget recommendations to the Executive Director before March 1st.
12. Make arrangements to have exhibits application forms inserted in all appropriate VAHPERD publications.
13. Make arrangements to have exhibit application forms distributed at the National and Southern District conventions
14. Furnish the exhibits application form to the origination marketing company.
15. Design the exhibits floor plan and number of booths available.
16. With the Past President negotiate with venders and speakers for free or discounted tables.
17. Correspond with exhibitors
18. Maintain a record of money received from exhibitors and transfer the funds to the Executive Director.
19. Assist in the registration of exhibitors
20. Write letters of appreciation to exhibitors after convention.

Evaluation

1. The Convention Manager is evaluated on an annual basis. After the annual convention the Executive Director assesses the performance of the Convention Manager and shares the assessment with the Convention Director. The Executive Committee approves or disapproves the Executive Director's report. The report is then submitted to the Board of Directors at the Board Meeting following the convention for approval. If the evaluation report is contested by the employee, the Board of Directors and Executive Committee must be given notice with written rebuttal within 30 days after the employee received the evaluation.